



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

Office Of The Under Secretary

23 June 2000

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAD  
1010 Air Force Pentagon  
Washington DC 20330-1010

SUBJECT: Foreign Disclosure Advisory 40 - Establishment of Standard USAF Suspense for Responses to Document Requests

The purpose of this advisory is to establish a standard USAF suspense for responding to document requests. There are two reasons for implementation of such a standard. First, it will ensure requesters receive timely decisions regarding their requests. Second, it is consistent with National Disclosure Policy.

The National Disclosure Policy requires department and agency heads to issue instructions to assure decisions to disclose classified and controlled unclassified military information to foreign governments and international organizations are made promptly and effectively. Therefore, this advisory establishes an Air Force standard suspense period of ten working days for responding to document requests. FDO's will approve, deny, return without action (if the requester provides insufficient information on which to base a disclosure decision), coordinate an extension (if necessary) or refer the request to the appropriate disclosure authority within ten working days.

If the FDO has the appropriate delegated disclosure authority and the decision is to approve the request, the FDO should respond directly to the requester and record the action in FORDTIS. If the decision is to deny the request, the FDO should respond directly to the requester with a denial letter and record the action in FORDTIS. If the servicing FDO does not have delegated authority, and the disclosure can be justified in accordance with disclosure criteria, the request should be referred to the next level in the disclosure chain of command along with the servicing FDO's recommendation for action. If the Air Force does not have authority over the document, the requester should be directed to the appropriate service or agency. If insufficient information is received to make a disclosure decision, the request should be returned without action and the requester should be advised as to what additional information is required.

The FDO is responsible for coordinating requests with originators or subject matter experts when necessary to determine the sensitivity of technical details contained within documents. This is also necessary prior to forwarding documents to the next level in the disclosure chain of command. If the ten day suspense period is insufficient to arrive at a decision because subject matter experts or originators are temporarily unavailable, the FDO will coordinate a time extension with the requester. FDOs should make a best effort to respond to requests submitted with less than ten days notice when possible.

Questions regarding this advisory may be directed to Chuck Meixner at DSN 425-8804.

A handwritten signature in cursive script, reading "Richard J. Millies".

RICHARD J. MILLIES  
Chief, Foreign Disclosure and  
Technology Transfer Division  
Deputy Under Secretary  
International Affairs

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